

COPY

24 August 1954

MEMORANDUM FOR: All Senior Staff and Area Division  
Personnel Officers

SUBJECT: Headquarters personnel who are assigned  
to overseas tables of organization

1. It is requested that you submit to the appropriate Career Service Board, with a carbon copy to this office, by the close of business 1 September 1954, the following information:

a. A list of all returnees who have been physically in Headquarters in excess of thirty days, and are assigned to Field tables of organization. Please give the dates the employee returned from overseas, the date the returnee report was submitted to the Career Service Board, and a brief explanation of the reason why the employee has not been reassigned to a Headquarters table of organization.

b. A list of all personnel (out casuals, TDY, etc.) who are physically in Headquarters, excluding those listed in 1 a. above, who have been on Field tables of organization in excess of three months. Please give a brief explanation of the reasons for the employee being in Headquarters while assigned to an overseas table of organization.

2. It is also requested that you submit this report the last day of each month until further notice.

3. Attached is a guide for the report form to be used.

/s/

DD/P - Admin

25X1A9a

Attachment

COPY

8/30 - CIA-RDP

\_\_\_\_\_

100

MEMORANDUM FOR:      Career Service Board

SUBJECT : Headquarters personnel assigned to field tables of organization

REFERENCE : DE/P Admin memo of 24 August 1954 same subject

## PART I

## OVERSEAS RETURNS

NAME	GRADE	Present T/O Assignment	Date returns report submitted to CSB	Date of return to ZI	Work assign- ment or detail	Reason for employee being on Field T/O

**CONFIDENTIAL**

Approved For Release 2001/08/30 : CIA-RDP61-00423A000100020016-2

PART II

Personnel in Headquarters excluding those listed in Part I who have been assigned to  
Field tables of organization in excess of three months.

NAME	GRADE Present T/O Assignment	Date of assign- ment	Work assignment or detail	Reason for employee being on Field T/O
------	---------------------------------	-------------------------	------------------------------	--

**CONFIDENTIAL**

Approved For Release 2001/08/30 : CIA-RDP61-00423A000100020016-2